



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

January 19, 2016

MEMBERS PRESENT

David J. Roberts, Chairman
Alan Robinson, Jr., Vice Chairman
Tom DiCristofaro
Ron Marvel
Anthony R. Guzzo
Lynn Truitt (absent)
Marvin C. Sharp

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Louis Amabili, Hockessin Fire Co.
Allan Post, American Legion Smyrna
Warren Jones, DVFA
Anthony Spiezio, DTI
Dan Burris, Volunteer Hose Fire Co.
Charles Frampton, Brandywine Hundred Fire Co.
W. Mike McMichael, DSEMSA
Jennifer Knox, DSEMSA
Richard Toulson, DVFA
Joe Zeroles, DVFA

GUESTS Cont.

Diane Hainsworth, OEMS
Alan Brown, Assistant State Fire Marshal

CALL TO ORDER

Chairman Roberts called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF DECEMBER 15, 2015 COMMISSION MEETING MINUTES

It was moved by Commissioner DiCristofaro, and seconded by Commissioner Sharp that the minutes of the December 15, 2015 Commission meeting be approved. Motion carried by unanimous vote.

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle has updated the commission on the vacant Deputy Fire Marshal I position in Kent County. The agency has conducted interviews and moving into the background phase of the process.

The Deputy Fire Marshal I position in New Castle has posted and closed. The agency is waiting for a list of eligible applicants for interviews.

Interviews have been conducted for the vacant Office Manager position in Kent County. A decision to fill this position should be made within a week.

The vacant Fire Protection Specialist I position in Sussex County is under review at the Office of Management and Budget. Fire Marshal Ingle anticipates hearing from them by the end of January with regard to approving for posting.

Personnel Items cont.

Assistant State Fire Marshal Alan L. Brown and Deputy Fire Marshal III, Brent E. Billings have both obtained 20 years of state service. It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to memorialize the 20 year service awards with congratulations from the commissioners. Motion carried by a unanimous vote.

Fire Fatality

Fire Marshal Ingle reported there were eight fire fatalities for 2015. The last occurred on December 29, 2015 as a mobile home fire on Pine Tree Road. Upon arrival, the fire had been extinguished prior to the arrival of the fire department and an individual was found inside the dwelling who succumbed to smoke inhalation and thermal burns. This fire remains under investigation.

There were two fire fatalities on January 12, 2016 in Wilmington. This investigation is being handled by the City of Wilmington Fire Marshal's Office. A canine unit was sent for an assist from the Office of State Fire Marshal.

There were two major loss fires at the end of the year. The first being Serpe's Bakery in Elsmere on December 24, 2015. No one was in the building when the fire broke out and has been determined to be accidental from a malfunction in one of the ovens. The investigation remains open and active.

December 26, 2015 on Old Kirkwood Road a vacant single family dwelling that was fully involved upon arrival by the fire department. This has been determined to be an arson fire. The case remains under investigation.

There was a large loss incident in Ellendale with a fully involved structural fire that remains under investigation.

Other fires under investigation include a structure fire in Milford due to an automobile accident and a storage type facility in Selbyville that received substantial damage as the result of a malfunctioning wood burning stove and a chicken house fire Greenwood that received substantial damage.

Delaware Fire Sprinkler Brochure/DE Sprinkler Coalition

The Delaware Fire Sprinkler Brochure is almost complete. The NFPA is completing the printing of the brochure. The NFPA will provide approximately 10,000 copies for distribution by the Home Builders Association. Fire Marshal will meet with them once the brochures arrive.

DTI Update

Fire Marshal Ingle reported that the agency continues to move forward with projects. They continue to work on the conversion of the ILS Program.

The agency continues to work with Anthony Spiezio, System Control Specialist of DTI with respect to file access and securities.

Propane Industry

Fire Marshal Ingle and R.T. Leicht and Duane Fox met with the propane industry on January 13, 2016. The meeting opened a dialogue with regard to concerns they had with the current regulations.

Holloran Appeal – Point Farm Estates

Fire Marshal Ingle discussed an appeal that was submitted by Robert Holloran with regard to Point Farm Estates in Lewes, Delaware. He explained that Point Farm is a separate development from Point Farm Estates. This is a historical situation involving Tidewater. Point Farm Estates are not required to have fire hydrants and this was approved through 2003 SFPC Regulations. There are no upgrades to the lines taking place. Fire Marshal Ingle requested authority to work with the property owner prior to a hearing. He does not feel that a formal hearing will be necessary.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to allow Fire Marshal Ingle to handle the Point Farm Estate Appeal without a hearing. Motion carried by a unanimous vote.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
79 %

DELINQUENT DEPARTMENTS

New Castle County	
Holloway Terrace	October
Odessa	October
Belvedere	November
Kent County	
Camden-Wyoming	November
Clayton	October - November
Dover	September - November
Felton	November
Frederica	November
Hartly	October – November
South Bowers	September - November
Sussex County	
Ellendale	November
Laurel	November
Roxana	March - November

OVERDUE REPORTS BY DAYS

30 Days	60 Days	90 Days	90+ Days
7	3	2	1

Source: DFIRS Incidents received as of 1/05/16.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Hazmat IC class postponed until March 5th -
- Have had over 83 students signed-up for the On-line portion of the EMT refresher
 - Responses average good to excellent on program
 - Majority of issues, corrected over the phone – most are not following directions

Director cont.

- CEU approvals – The Fire School is working with OEMS to ensure all programs are approved or re-approved. Director Newnam thanked Director Hainsworth for the assistance.
- The Fire School is working with Delaware Tech on a Fire Science degree program that is being offered now. Fire Science Administration;
 - Haz. Mat Tech – EMR or EMT – Driver/Operator – Blue Card/ICS – Fire Officer I&II will be accepted as credits towards this degree.
- EMT re-cert for 2016 – 634 EMTs eligible for re-cert – total currently 1,486 EMTs
- Fire Company's Contact Information received to date – New Castle (10), Kent (6), Sussex (12)
- EMT notices mailed to the expiring EMTs
- Submitted AFG Grant Application for Fire Survival training prop and Car fire prop
- Installing Desktops in classrooms – repurposing the Tablets
- New National Registry – National Continued Competency Program – The Commission was provided a handout to review.
 - National Component (20hrs) – State (10 hrs) – Individual, CEUs (10 hrs)
 - Will discuss during the Officer's Seminar and Instructor's Seminar

Staff Activities

- Delmarva Life segment was attended by Senior Instructor Lowe in December.
- Pro-Board Annual Meeting was attended by Senior Instructor Lowe.

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Fire Ground Size-up – 15 students (40)
 - In-service class – 19 students
 - ICS 300 – 16 students (21)
 - ICS 400 – 4 students (8)
 - NFA – Fire Chief I (in place of Leadership I) 21 students (15)
 - Methods of Instruction (Fire Instructor II) – 15 students applied
 - EVO – Kent Division – 46 students (29)
 - Fire Officer II – 26 students
 - Fire Officer I – in-service offering at Station 48 – 10 students

Programs/Courses cont.

- DIAC Police seminar – 9 (4 Companies) NCD, 13 (5 Companies) KCD, 21 (11 Companies) SCD
- Officer Seminar – 21 currently signed-up (75)
- Instructor Seminar – 80 currently signed-up (109)

EMS

- Current Month
 - CEU programs – 9 scheduled (14)
 - EMT Full program – 25 Students NCD, 25 students KCD, 21 students SCD
 - EMR program – 1 NCD (7) *cancelled*, 8 KCD (20), 9 SCD (6)
 - EMT Refresher weekend Kent – 17 students
 - EMT Refresher – weekday – 14 students (24)
 - EMT Refresher weekend Divisions – 4 NCD (12), 3 KCD (9), 5 SCD (7)

NREMT- National Component		20 hours total
Airway, Respiration & Ventilation		
Ventilation [3 hours] <ul style="list-style-type: none"> Minute ventilation Effect on cardiac output Assisted Ventilation <ul style="list-style-type: none"> Respiratory failure versus distress Adjuncts <ul style="list-style-type: none"> Automatic Transport Ventilator Positioning Oxygenation [1 hour]		4 total hours of Airway, Resp. & Vent.
Cardiovascular		
Post-Resuscitation Care [0.5 hours] <ul style="list-style-type: none"> Recognition of Return of Spontaneous Circulation (ROSC) Oxygenation Induced hypothermia (only limited depth and breadth) Stroke [1 hour] <ul style="list-style-type: none"> Assessment (stroke scale) Oxygen administration Time of onset (duration) Transport destination Cardiac Arrest & Ventricular Assist Devices [0.5 hours] Cardiac Rate Disturbance (Pediatric) [1 hour] <ul style="list-style-type: none"> Tachycardia Bradycardia Irregular pulse Pediatric Cardiac Arrest [2 hours] <ul style="list-style-type: none"> Optimal chest compressions <ul style="list-style-type: none"> Techniques Ventilation/Compression ratio <ul style="list-style-type: none"> Single and 2-Rescuer CPR AED use Chest Pain from Cardiovascular Cause (Adult) [1 hour] <ul style="list-style-type: none"> Medication administration <ul style="list-style-type: none"> Nitroglycerin Aspirin (ASA) Oxygen Transportation destination 		6 total hours of Cardiovascular
Trauma		
CNS Injury [0.5 hours] <ul style="list-style-type: none"> Concussion Tourniquets [0.5 hours] Field Triage [1 hour] <ul style="list-style-type: none"> Model Uniform Core Criteria (MUCC) CDC Trauma Triage Decision Scheme Sort, Assess, Lifesaving Interventions, Treatment/Transport (SALT) 		2 total hours of Trauma

NREMT- National Component		20 hours total
Medical		
<p>Special Healthcare Needs [1 hour]</p> <ul style="list-style-type: none"> • Tracheostomy care • Dialysis shunts • How to deal with patient and equipment <ul style="list-style-type: none"> ◦ Feeding tubes, VP shunts, etc. • Cognitive issues <p>OB Emergency [1 hour]</p> <ul style="list-style-type: none"> • Abnormal presentations <ul style="list-style-type: none"> ◦ Nuchal cord • Neonatal resuscitation <ul style="list-style-type: none"> ◦ Routine suctioning of the neonate <p>Psychiatric Emergencies [1.5 hours]</p> <ul style="list-style-type: none"> • Mental health • Patient restraint <ul style="list-style-type: none"> ◦ Agitated delirium (only limited depth and breadth) • Suicide/Depression <p>Endocrine [1 hour]</p> <ul style="list-style-type: none"> • Diabetes • Metabolic Syndrome (only limited depth and breadth) <ul style="list-style-type: none"> ◦ Insulin resistance, DKA/HHNS • Medication pumps (only limited depth and breadth) <ul style="list-style-type: none"> ◦ Insulin • Glucometer (only limited depth and breadth) <p>Immunological Diseases [1 hour]</p> <ul style="list-style-type: none"> • Allergic reaction • Anaphylaxis <p>Communicable Diseases [0.5 hours]</p> <ul style="list-style-type: none"> • Hygiene (hand washing, etc.) • Vaccines • Antibiotic resistant infections • Influenza • Public health – epidemics, pandemics, reporting, etc. • Systematic inflammatory response syndrome (SIRS) versus sepsis versus septic shock <ul style="list-style-type: none"> ◦ Fluid resuscitation 		6 total hours of Medical

Overview of the National Continued Competency Program

National Registry – Emergency Medical Technicians

January 13, 2016

Level	National Requirements	Local Requirements	Individual Requirements	Total Hours
NREMT	20 hours	10 hours	10 hours	40 hours
*distributive education	7 hours	7 hours	10 hours	24 hours
		Protocols		

**distributive education – is defined by the Continuing Education Coordinating Board for EMS (CECBEMS) as (...an educational activity in which the learner, the instructor, and the educational materials are not all present at the same time, and students and instructors are not able to interact in real time. CE activities that are offered online, via CD-ROM or video, ...are usually considered by CECBEMS as distributed learning"*

National Requirement	Hr.	State Requirement *	Hr.
Airway, Respiration & Ventilation	4	Protocols & Documentation	3.5
Cardiovascular	6	Environmental Emergencies	1.0
Trauma	2	Medical, Legal & Ethical Issues	.5
Medical	6	Workplace Safety & Wellness	1.0
Operations	2	Pharmacology Skills Review	1.0
		Injury Prevention & Community Outreach	.5
		CPR Feedback & CPR Assist Devices	.5
		Skills review	1.5
		Knowledge testing	.5
Total	20		10

*Note the State Requirements could be revised as recommended by the Medical Director.

Recommendation is the State Fire Prevention Commission adopt as Delaware's re-certification for an EMT the National Continued Competency Program as outlined by National Registry. That the Ambulance Regulations be updated to reflect same (14.3.3.1.1)

That the EMS Education Program Administrative Standards and Guidelines be revised to reflect the change to the education requirements for re-certification. Sections 6.2.2 Program hours, 6.2.3 Core Content and 6.2.4 Supplemental Refresher hours. With the change in presentation methods the SFPC, upon advice from the Medical Director and OEMS approves courses on content as the presentation method may vary.

If the SFPC adopts the new updated requirements the DSFS will set-up the required material, both National and State to offer the EMT refresher as 14 hours on line and two days (16 hours) in the classroom setting.

Currently the DSFS is review the CEU programs offered and revise as needed to allow for both on-line and classroom offerings. This review is necessary as the NREMT will require only 10 hours of CEU and all of which can be obtained on line.

For Consideration

Adopt NREMT as a requirement to re-certify as a Delaware EMT. Require that all applicants present an NREMT card and indicate proof of successfully completing the State requirements. Change the date for submittal of a State application from 3-31 to April 30th. A Delaware EMT card would be issued for the two year period.

Public Education and Injury Prevention - Activity Report

- Current Month
 - Fire Safety Programs – 6 scheduled (6)
 - Risk Watch program – 2 scheduled (1)

Maintenance – Building and Grounds

- HVAC System – Dover Center – use current funding for design – Bond Bill FY17 \$1.8 Million
- Facilities to design additional classroom (outside room 8) for ICS training Lab.
- Installation of computers in the classrooms – replacing the tablets which go into Instructor Kits
- Replacement of the Building Generator – working with Facilities – no longer working, new unit is \$35,000 unit
- New Castle Division Expansion – Construction document has been completed and the next, step is to advertise for bids.
- Received new Maintenance Vehicle to replace the 1999 Van
- Winter servicing in progress – compressors, saws, small tools

Financial

- Past Due Billings
 - 30 days – 3,709.00
 - 60 days – 17,690.00
 - 90 days – 3,625.00
- 20678 Tuition Fund – 766,373.00
- Accounts receivable – 124,764.00
- Revenue Comparison
 - Tuition – 2015 – 61,672.00 , 2014 - 70,431.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – The Expenditure report was submitted to the Commissioners for review.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

Personnel Issues

Director Newnam reported that the posting for the vacant Training Administrator position closed after reposting on January 17, 2016. The original posting had eight applications and four qualified for interviews. Director Newnam requested an extension of the posting.

The Commission recessed from regular business to conduct a scheduled hearing.

ACTION ITEMS

EMT Hearing Case #1507

The Commission recessed from its regular session for a scheduled EMT Certification hearing in the matter of Ralph D. Tucker. Mr. Tucker was absent from the hearing and was properly noticed. Deputy Attorney General Davis opened the hearing pursuant to regulations. The testifying parties were sworn in and gave testimony. The Commission formally entered into and exited deliberation.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to revoke Mr. Tuckers EMT certification per State Fire Prevention Commission Regulation 710, Section 14.4.4.4. The motion was carried with a roll call vote. This decertification will be memorialized in an order at the regular meeting of February, 2016.

Commissioner DiCristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Marvel -	Yes
Commissioner Guzzo -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

Private Ambulance Hearing Case #1514

The Commission held a scheduled private ambulance company hearing in the matter of CFT Ambulance. CFT Ambulance was absent from the hearing and was properly noticed. Deputy Attorney General Davis opened the hearing pursuant to regulations. The testifying parties were sworn in and gave testimony. The Commission formally entered into and exited deliberation.

Private Ambulance Hearing Case #1514 cont.

It was moved by Commissioner Marvel, seconded by Commissioner Guzzo to decertify CFT Ambulance which will be effective upon the execution of a written order. Motion was carried by a roll call vote.

Commissioner DiCristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Marvel -	Yes
Commissioner Guzzo -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

REGULAR SESSION

BLS MEDICAL DIRECTOR

Dr. Matthews was unable to attend the meeting due to a scheduling conflict. Diane Hainsworth presented a report on behalf of the Office of Emergency Medical Services.

1. BLS albuterol pilot program: A total of 22 companies throughout the State were approved to participate in the pilot project. Over 300 EMTs and more than 50 trainers have been trained. After review of the July and August Data sheets, 9 companies have submitted forms for 60 patient encounters with positive reviews. The data sheet should only be completed for patient encounters in which BLS evaluates and administers BLS as part of the pilot protocol as opposed to assisting a patient with their own albuterol as was already within the DE BLS scope of practice. A general albuterol prescription for participating agencies is on file with Southeastern Medical Equipment and I can put on file at other pharmacies if requested.
2. OEMS is overseeing the allocation of 2,000 Narcan auto injectors donated to the State. BLS agencies who wish to participate and receive the Narcan Auto injectors (at no cost) should contact Britany Huss in the OEMS. There is an agreement to sign which states that these BLS agencies understand that there is no guarantee of receiving the auto injectors again, and they are NOT obligated to purchase on their own. If funding does become available in the future for Narcan purchases, agencies that participate in this program will be given priority for future endeavors involving Narcan. Eight companies throughout the state have expressed an interest and have been approved to carry the Narcan auto injectors as

BLS MEDICAL DIRECTOR cont.

a pilot program. Distribution will happen at the time of signing the approval forms. Brittney Huss in the contact person at OEMS for this program. 19 BLS companies have requested them, 8 have received them along with training. There have been no BLS uses to date. The state will receive additional auto injectors. There is a new Narcan nasal device on the market that is not approved in the state of Delaware.

3. Dr. Matthews encourages all BLS Providers to get their Influenza vaccine since we are in the Influenza season. They should follow infection control PPE and documentation policies when transporting patients with symptoms of influenza. Delaware is one of 38 states with sporadic influenza diagnosis. This is the first tier above no confirmed activity. There have been five confirmed cases of influenza in Delaware.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

In December, Mr. Truax conducted 27 annual ambulance unit inspections. 3 New Units were inspected; 2 Fire and 1 Private for a total of 30 inspections for December. 2 Units were taken out of service and returned to service. At no time was that district not covered. 2 Arrest Notifications were received. There are 8 open cases. Of those, 1 is scheduled for remedial training, 1 is presented as a hearing request, 3 are waiting on the court dispositions, 1 is an active investigation and 2 have hearing dates in January.

Case #1512 was brought before the Commission to request a hearing date. This case deals with a patient care protocol. It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to schedule a hearing for case #1514. Motion carried by a unanimous vote.

REPORT OF DEPUTY ATTORNEY GENERAL

Deputy Attorney General Davis reported that the regulation update did not make it into the Registrar of Regulations in time for publication. The final order will be published February 1, 2016 and the regulations will be effective February 11, 2016.

REGULAR BUSINESS

Action Items

Appointment of Audit Report Compliance Committee

It was moved by Vice Chairman Robinson, seconded by Commissioner Guzzo to reappoint Allen Metheny, John Smith and Ray Stevens to the Audit Compliance Committee for 2016. Motion carried by a roll call vote.

Commissioner Dicristofaro -	No
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Marvel -	Yes
Commissioner Guzzo -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

Delmar Fire Department Correspondence

Chairman Roberts explained the correspondence was related to the issue of DEMERS reports being entered into the system. Delmar stated that they've spoken with Diane Hainsworth of OEMS and working with the County on the mutual aid agreement. The letter basically gives a status of where they are at.

Deputy Attorney General Davis reported that this is a matter/complaint to be scheduled before the commission for a hearing.

Deputy Attorney General Plerhoples requested to address the commission. She stated that the State has requested a hearing to be scheduled on the matter of the respondent of Delmar Fire Department. The state requested on record that there is a concern with a respondent indicating they are communicating directly with the commission. Delmar is impeding the state's ability to bring a case before an impartial tribunal that doesn't already know the facts. DAG Plerhoples registered on record that Delmar, who is party to a case is engaging in ex parte communications with the tribunal in which the State filed the complaint.

DAG Davis addressed the commission in response. The State filed a complaint with regard to Delmar Fire Department. At the December, 2015 commission meeting, we put off a decision as to whether or not to schedule this case for a hearing. Today, there is an open complaint before the Commission that needs to be scheduled for a hearing unless it is withdrawn by the state, which is not the case. The correspondence that was received from Delmar should have come in during a hearing as part of the case and at the very least, shared with the State as well. The State cannot respond to this outside of a hearing.

Delmar Fire Department Correspondence cont.

Commissioner Marvel stated to DAG Plerhoples that he has been in communication with Delmar Fire Department and communicated what he felt were facts. He feels the fire service doesn't understand the process. DAG Davis reiterated that these discussions should not happen without Delmar present in the context of a hearing until evidence is formally received. She stated that the Commission does not have outside conversations or look for evidence outside of formal commission meetings. So, no information has been received to date. All of the evidence and points of discussion will be brought before them at a hearing. Commissioner Marvel stated his dislike for volunteers having to take time off from work and hire an attorney to argue the case. DAG Plerhoples responded that they may choose not to appear. The State has been tasked to enforce the Ambulance Regulations through the complaint process. This case was opened under a complaint filed by the Office of Emergency Medical Services. The State reviewed the case and found it to have merit enough to file an active review of an entire file. She is not accusing Delmar of bad faith or malice, simply that it is inappropriate to have ex parte communication with the tribunal. As an official of the State, she has to make a record of that happening. His argument was "she is getting paid by the State and when these guys come here, they are leaving their job and hiring an attorney. We are asking them to spend money on places that they could be using on the ambulance." DAG Davis stated that he is right. And, that is the same thing that happens to any EMT or ambulance company that is summoned to appear before the Commission.

DAG Plerhoples responded the fact that Commissioner Marvel is in detailed communication and has case facts prior to a hearing is inappropriate. Delmar should not be communicating directly with the tribunal. She is not stating that the Fire Commission did anything inappropriate. She's saying that Delmar should not be in ex parte communication directly with the tribunal that the State has filed a complaint against. Delmar should not send correspondence to a hearing officer and not copy the State on it as well.

Delmar Fire Department Correspondence cont.

Chairman Roberts requested a motion to set a hearing date. It was moved by Vice Chairman Robinson, seconded by Commissioner Dicristofaro to schedule a hearing with Delmar for February 16, 2016 at 10:00 a.m. Motion carried by a roll call vote.

Commissioner Dicristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Marvel -	No
Commissioner Guzzo -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

DAG Davis stated that in the interim she will share the correspondence with the State from Delmar Fire Department.

Late Ambulance Renewal – Title 16, Chapter 67 §6717 (g)

The following companies have either been late or have not submitted an ambulance renewal application to date.

ATC Medical Transport, LLC
CFT Ambulance Service – Received completed 1/13/16
Delmar Fire Department
Ready Medical Assoc., LLC

Chairman Roberts reviewed Title 16, Chapter 67 §6717 (g) with the commissioner's. This authorizes the Fire Prevention Commission to fine an ambulance provider for failure to have a valid certification. Each and every day the provision of ambulance service continues after knowledge or official notice that such activity is illegal shall be deemed a separate offense.

It was moved by Commissioner Sharp, seconded by Commissioner Marvel to proceed with a fine of \$300.00 per day until the certification comes into compliance. Motion carried by a unanimous vote.

Ambulance 93 – Georgetown – Late Audit Submission

American Legion – Ambulance 93 submitted the company audit to the Fire Prevention Commission on December 15, 2015 and the due date was November 15, 2015. No extension request was submitted. It was moved by Commissioner Dicristofaro to fine American Legion – Ambulance 93 \$100 per day for every day that the audit submission was late. Motion carried by a roll call vote.

Commissioner Dicristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Marvel -	Yes
Commissioner Guzzo -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

Audit Extension Request

Blades and Marydel Fire Companies provided a request for an extension of the due date for their annual company audit. It was moved by Commission Dicristofaro, seconded by Vice Chairman Robinson to accept the audit extension with a 60 day extension as provided by law. Motion carried by a unanimous vote.

Volunteer Ambulance Company Fund Report

It was moved by Commissioner Dicristofaro, seconded by Commissioner Guzzo to accept the Volunteer Ambulance Fund Report and disperse the funds. Motion carried by a unanimous vote.

Non-Compliant Audit Submission

Odessa Fire Company is non-compliant by no audit submission. Odessa Fire Company's audit was due November 15, 2015 and nothing has been received to date. An extension request was not submitted to the Commission.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to schedule a hearing for Odessa Fire Company in February to request an explanation for the lack of an extension request and where there audit is. Motion carried by a unanimous vote.

NEW BUSINESS

Year End Scratch Report

Commissioner Dicristofaro reviewed the scratch report with the commissioners. Leipsic Fire Company has exceeded the scratch rate as determined and need to appear before the Commission to give a plan action to correct the current scratch rate. It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to request Leipsic Fire Company to appear before the Fire Prevention Commission in February to explain their scratch rate. Motion carried by a unanimous vote.

State Auditor's Office Correspondence – Audit Opinion

The Commission received a letter from the Office of Auditor of Accounts with an opinion in regard to fire companies complying with Delaware Code and utilizing qualified certified accounting firms. DAG Davis has reached out to the Deputy Attorney General that represents the accountants for an explanation of the difference between a CPA Firm and a PA. Why a CPA cannot be employed by a PA firm? She will keep the commissioner's informed of any feedback that is received.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to go into Executive Session for the purpose of litigation discussion. The Commission entered into executive session at 12:30 p.m.

EXECUTIVE SESSION

The Commission exited executive session at 12:40 p.m.

REGULAR SESSION

ACTION ITEM

Deputy Attorney General Opinion

It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to accept the recommendation of our Deputy Attorney General and agree with her opinion. Motion carried by a unanimous vote.

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman David J. Roberts

Chairman Roberts reported that he attended the Monthly Fire Prevention Commission Meeting.

Vice Chairman Alan F. Robinson, Jr.

Vice Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting.

Commissioner Ron Marvel

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Firefighter Association Meeting, Sussex County Firefighter Association Meeting, Lewes Fire Department Banquet, Sussex Chief's Association Meeting, Seaford Fire Department Meeting, Delaware State Fire Chief's Association Meeting, Seaford Fire Department Banquet, Rehoboth Beach Fire Company Banquet and New Castle Firefighters Association Meeting.

DATE OF NEXT MEETING

February 16, 2016
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Robinson that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 12:48 p.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

sl/